



12 and 15 Passenger Van Checklist Details

Conducting the Inspection: Before you begin, you should have a copy of your vehicle checklist in hand and have a pen to write with. The checklist will help you in performing the inspection in a logical sequence and assist you in doing a complete and thorough inspection of the vehicle.

We hope the • walk around, below will help you develop your own agency checklist.

1. **Fluid Levels, Hoses, Belts:** Before you start the engine, lift the hood. Check the fluid levels in the radiator, battery, and windshield washer. Check the oil and transmission fluid levels as well. If any are low be sure to see an authorized ARI vendor to have them filled etc. before you begin your trip.

Visually check the hoses for signs of leaking and/or cracking. In a similar way check the belts and report them to the vendor as well.

2. **Interior, Lights, Dials, Gauges & Ventilation:** Once you get behind the wheel, set the emergency brake, start the vehicle, check the appropriate lights, dials, and gauges. For example, the oil gauge or warning light should give you an indication as to whether the oil pressure is sufficient to keep the engine running without damaging it. Do not allow the engine to race, when you first start it. If the engine seems to be running too fast (idle,) and will not slow down, do not put it into gear.

If the alternator or generator light stays on or if there is a gauge that tells you the battery is not charging, you could end up with a dead battery on the road. If you do get such an indication you should have it corrected before starting out on your trip.

Check to see if heater and air conditioning are working. Notice any foreign smells coming from the ventilation system. Inspect the interior for any hazards, torn upholstery, loose objects, etc. Check the interior lights, and seat belts.

Check for the vehicle registration and make sure it has not expired. Be sure to see that you have your insurance ID card.

Check for the vehicle GasCard and fueling locations booklet.

Are there a sufficient number of seat belts for all passengers?

3. **Windows & Mirrors:** Make sure that all windows and mirrors are free of ice, snow, or frost before moving the vehicle. If it is not too cold outside, you can check to see that the windshield washer and wipers are working.

Make sure that all passenger windows are in working order.

Check side view and dash mirror for proper adjustments before you leave on your trip.

Windshield should not be cracked or broken or scratched to the degree that impairs driver's vision.

4. **Horn, Steering Wheel, & Brakes:** Tap the horn to make sure it works.

Move the steering wheel from side to side to make sure that it does not have excessive • play, in it.

Push on the brake pedal. It shouldn't feel soft or spongy. Foot pedal should not travel more than half way to floor.

Parking break should be adjusted to prevent vehicle movement when engaged.

5. **Doors:** Examine all doors to make sure that they are functional and not obstructed or otherwise damaged. The time to find out that a door does not work is before the vehicle is put into service.

6. **Front Lights:** Turn on all the exterior lights, including the high beams, turn signals and emergency flashers. Make sure the emergency brake is on and get out and check the vehicle front lights to make certain that they are clean and not burned out.

As you begin this outside inspection, remember to note any new damage to the vehicle and report it.

7. **Left Side Tires:** Look at the left front and left rear tires for signs of damage or obvious pressure problems.

Use your tire gauge and check the pressure against recommended levels. An over inflated tire will give a rougher ride. An under inflated tire will build up heat and make it more susceptible to damage from obstacles or potholes in the road.

At least 1 mm of tread over entire traction surface and free of breaks and cuts.

8. **Rear Cargo, Tire & Lights:** Check the rear cargo area or under the vehicle for the spare tire and tire changing tools. Check inflation of the spare.

Inspect all lights on the rear of the vehicle such as the emergency flashers, tail lights, etc. If lights are dirty clean them.

Check for presence of an emergency equipment kit if your agency provides one. (chains, flashlight, flares, blankets, ice scrapers, first aid, etc.)

9. **Under Vehicle Inspection:** Stand back a few feet from the rear of the vehicle and look under the vehicle for any foreign objects or fluid leaks. If there are objects hanging or wedged under the vehicle, either remove them or determine if part of the vehicle is hanging down. If a part of the vehicle is hanging down, take it in for repair before starting your trip. If you see any puddles of any kind other than obvious rainwater or water from melted snow/ice, check the source of the leak and report that to the ARI vendor as well.

10. **Right Side Tires:** now check the right rear and right front tires just as you did the tires on the left side.

Again look for any signs of fresh vehicle damage.